

Starting CG Standard Meal Rate (CGSMR)

Introduction This guide provides the procedures for starting CG Standard Meal Rate (CGSMR), formerly known as Discount Meal Rate (DMR), in Direct Access.

Before you Begin CGSMR must be started timely. Failure to do so WILL result in a full one-time recoupment. If starting retro-CGSMR (more than one month), submit a PPC trouble ticket requesting the deduction be converted to an in-service debt and a liquidation schedule will be built.



Procedures See below.

Step	Action
1	<p>Select the Meal Rate link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a window titled 'Payroll Requests' with a list of links arranged in two columns. The 'Meal Rate' link in the left column is highlighted with a red rectangular box. The links include: View My Requests, Absence Request, Civilian Clothing Allowance, Suppl Clothing Allowance, Officer Uniform Allowance, Diving Duty Pay, Foreign Language Pay, Hazardous Duty Pay, Family Separation Allowance, Advance Pay, Advance Liquidation Schedule, SDAP, Meal Rate, Cadet ICA, Hostile Fire Pay, Combat Tax Exclusion, Career Sea Time Override, Career Sea Pay Premium, Hardship Duty Pay, Pay Corrections, Responsibility Pay Override, Career Sea Pay on TDY, Approved Absence Corrections, Cadet COMRATS, PHS Installment Special Pay, PHS Monthly Special Pay, EBDL Completion, and Remove EBDL Completion.</p>

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Procedures,
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Step	Action
2	<p>Enter the Empl ID and click the Add button.</p> <div data-bbox="320 524 1222 880"> <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID: <input type="text" value="1234567"/> </p> <p>Empl Record: <input type="text" value="0"/> </p> <p>Add</p> </div>
3	<p>The Action Request - Submit Meal Rate page will display.</p> <div data-bbox="320 949 1393 1608"> <p>Action Request</p> <p><u>Submit Meal Rate Request</u></p> <p><u>Yosemite Sam</u></p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM). Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed. Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period. Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided. <ol style="list-style-type: none"> Choose a Meal Type. Enter a Begin Date. <ul style="list-style-type: none"> Cadet Comuted Rations: Date entitlement begins. Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.) Discount Meal Rate Refund: First day government meals are missed. Fractional COLA Meal Rate: First day government meals are missed. Enter an End Date. <ul style="list-style-type: none"> Cadet Comuted Rations: Date entitlement ends. Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.) Discount Meal Rate Refund: Last day government meals are missed. Fractional COLA Meal Rate: Last day government meals are missed. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals. Click Details. Enter Comment(s) and submit for approval. </div> <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>

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Step	Action
4	<p>Enter the following information:</p> <ul style="list-style-type: none">• Meal Type: Click the Meal Type drop-down and select Discount Meal Rate.• Begin Date: Enter the effective date the DMR is to begin.• End Date: Enter an End Date (if known), or leave blank if DMR eligibility will continue for an extended period of time. <div><div>Request Details</div><div><div><div>Meal Type:</div><div>Discount Meal Rate</div><div></div></div><div><div># Lunch Meals:</div><div></div></div><div><div>Begin Date:</div><div>10/01/2014</div><div></div></div><div><div># Dinner Meals:</div><div></div></div><div><div>End Date:</div><div></div><div></div></div><div><div># Breakfast Meals:</div><div></div></div></div><div><div>Get Details</div></div></div> <p>Click the Get Details button.</p>
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none">• Amount: Identifies the actual amount will be calculated by payroll.• Pay Period Start: Identifies the first payment will be calculated for the October 2014 Mid Month pay period. <div><div>Request Information</div><div><div><div>Amount: Calculated by Payroll</div><div>Pay Period Start: 201410 On-Cycle AD Mid Month</div></div><div><div>Comment:</div><div>Please Approve</div></div><div><div>Submit</div><div>Resubmit</div><div>Withdraw</div></div></div></div> <p>Enter any comments for the SPO Auditor and click the Submit button.</p>

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Step	Action
6	<p>The Request Status has been updated to Pending and has been forwarded to the SPO Auditors for approval.</p> 